

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 053C

POSITION: Consumer Specialist

DEADLINE TO APPLY: Open Until Filled

CLASSIFICATION: Social Service Trainee (Bargaining Unit Position)
DEPARTMENT: Job and Family Services
LOCATION: 222 East Central Parkway
Cincinnati, OH 45202
WORK HOURS: 80 biweekly
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$11.01 per hour

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Bachelor's degree from an accredited college or university. Must possess a valid driver's license, automobile liability insurance, and a roadworthy car.

Listed below are the PREFERRED QUALIFICATIONS of the department:

Past record of honesty and dependability, professional dress. Computer literacy and ability to work independently.

Listed below is a brief summary of the JOB DUTIES:

Provides in-depth counseling services for families within a child day care system which includes protective, special needs, and targeted job and training components. On protective cases provides follow-up and coordination with Family Services workers, maintains required logs, handles emergency requests and assists in specialized staff training. Interviews, assesses need, accesses community resources, explores options and explains rights and responsibilities. Interprets federal and state regulations and local laws. Responsible for compliance of services program with federal, state and local laws and takes action on non-compliances. Responsible for identification of problems and coordinating intervention for continuity of care. Responds to problems encountered in the family service plan and provides assistance as needed. Responsible for providing on-going consultation services and supervising the service delivery.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE: www.hamiltoncountyohio.gov/personnel/employmentapplication.asp

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.